

2015 Cedar Rapids Chronically Homeless Project Renewal Application

2015 Renewal Project Narrative

INSTRUCTIONS (3 points available for following application directions)

Answer the questions below. Submit the 2015 Renewal Project Narrative by email to amber.lewis@iowa.gov by Friday, April 24th, 2015. Please only include this project narrative, not the introductory plan items on pages 1-4 of this document. Please be concise in your responses. Using 12-point font, one-inch margins, and single-spacing, most responses should be no more than 1/2-page.

HMIS Project Applicants, answer Questions 1 and 2, then skip to Question 13 and continue through Question 21. All other Renewal Project Applicants, answer Questions 1 – 20.

Points possible: 100

APPLICANT NAME AND LOCATION

Organization Name: Hawkeye Area Community Action Program, Inc.

Project Name: Cedar Rapids Chronically Homeless Project

Renewal or New Project: Renewal

Type of Project (PSH, PH-RRH, TH, SSO, HMIS): SSO

Federal DUNS Number: 039311399

Address: 1515 Hawkeye Drive, Hiawatha IA 52233

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Is your organization registered in the federal System for Award Management (SAM)? Yes

AGENCY SUMMARY (1 point)

- 1) Provide a brief introduction to your agency. Include how this particular project fits within your overall agency.

HACAP provides programs and services to the community that fit into our strategic initiatives; Health and Nutrition, Early Childhood, Safe & Affordable Housing/Energy, Advocacy/Information Exchange, and Employment/Family Preservation. Each initiative provides numerous services to the community to help individuals develop skills to become successful. With an annual operating budget over \$25 million, HACAP brings innovative and effective solutions to community identified needs. Services include supporting seniors in maintaining health and independence, providing early education for low-income and disabled

children, assisting parents in fulfilling their role as a primary teacher of their children, supporting business and employment opportunities, preserving affordable housing in our communities, and providing families and individuals with the tools they need in times of financial crisis. HACAP's Cedar Rapids Chronically Homeless Project, a Support Services Only project in Cedar Rapids Iowa, provides homeless and chronically homeless individuals referrals to income and housing supports in the community. The project is part of our Safe & Affordable Housing/Energy initiative, which strives to place low income and homeless families into affordable, safe, and permanent housing.

PROJECT SUMMARY (1 point)

- 2) Provide a two- to three-paragraph summary of your project. The summary will serve as a guide to orient reviewers to your project—including the type of project, location, the general population served, the kind of facility used to provide services, the overall goals, and anything else that will help someone understand why the project is important.

The Cedar Rapids Chronically Homeless Project is a Supportive Services only project providing outreach and case management services to individuals or families meeting the definition of homeless and chronically homeless in Cedar Rapids, IA. These services consist of a project social worker that will assist participants in obtaining permanent or transitional housing, counseling, and assisting in accessing other appropriate services in the community such as mental health services, vocational rehabilitation, education, substance abuse treatment and other mainstream services so that they able to acquire and maintain housing. In the case of homeless and chronically homeless families, HACAP's social services supervisor will work with various school districts' homeless liaisons to ensure school-aged children are enrolled in the closest, most appropriate school. The social services supervisor will also ensure pre-school aged children are enrolled in HACAP's Head Start or Early Head Start programs.

HOMELESS BED CONFIRMATION (1 point)

- 3) For Transitional Housing and Permanent Housing (PSH, S+C, or RRH) projects only: Open the 2014 Housing Inventory Chart (HIC) for the Iowa Balance of State; this will be available online here, by the week of March 23rd: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. Which row on the HIC lists your project? How many total beds are listed for your project (Column U)? Is this correct? If your project is not listed in the HIC, **STOP**. Email amber.lewis@iowa.gov. Your project may not be eligible for the CoC program.

SSO project, N/A

PROJECT DESIGN (30 points)

HUD's guidance is that CoC's should prioritize admission for the chronically homeless, especially in Permanent Supportive Housing. More information is available at this link from HUD's SNAPS Weekly Focus, "Giving Priority to Chronically Homeless Persons:"
<https://www.hudexchange.info/news/snaps-weekly-focus-giving-priority-to-chronically-homeless-persons/>.

4) Prioritization to end chronic homelessness: (10 points)

- a. How many beds does your project have?

The project is an SSO project so no beds are available. Referrals are made to a HACAP chronically homeless facility in Cedar Rapids which has 8 permanent housing beds.

- b. What percentage is currently dedicated to serving the chronically homeless?

The project is an SSO project so no beds are available. Referrals are made to a HACAP chronically homeless facility in Cedar Rapids which has 8 permanent housing beds.

- c. How many beds will your project commit to prioritize for the chronically homeless through turnover in the future?

N/A

- d. Identify your project's response to this question on the 2013 and 2014 CoC Project Applications, and compare your results this year.

Since the project is an SSO project only no beds have been identified in this question in previous project applications.

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness. More information on this and other priorities is available from a report released on July 23, 2014, for the Polk County Continuum of Care Board by Barbara Poppe and Associates (Barbara Poppe is the former director of the U.S. Interagency Council on Homelessness). This report is available on this page:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

5) Prioritizing those who are unsheltered or accessing emergency shelter:

- a. Based on your most recent APR, how many participants entered the program as unsheltered or from an emergency shelter? How does this compare to the total number of participants that entered your program? (10 points)

Based on the project's last APR, July 1, 2013-June 30th 2014, 20 participants were placed in the program from literally homeless situations. The total number of participants who entered the program last year was 33. The percentage of participants who entered the program from an emergency shelter or unsheltered situation was 61% of all participants. In 2014 HUD allowed HACAP to amend its program to allow outreach to all homeless households not those in chronically homeless situations, this allowed the program to have a broader reach than in previous years. The percentage of participants who receive services while living on the street or in shelter increase with the ability to help those who are not chronically homeless but still living in emergency shelter.

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness and HUD offer several resources regarding Housing First:

- *Definition of Housing First: "Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry."*
- *Housing First/Rapid Rehousing Webinar:*
http://usich.gov/media_center/videos_and_webinars/hud-and-usich-core-principles-of-housing-first-and-rapid-re-housing-webinar.
- *Housing First Checklist:*
http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in.
- *HUD's SNAPS In Focus, "Why Housing First:"*
<https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/>.

- 6) Describe your project's policies in the following Housing First practice areas: **(10 points)**
- a. Are applicants required to have income prior to admission?

Applicants and program participants are not required to have income prior to placement in the project. The project's goal is to get applicants safely housed and then work with household on obtaining income and providing referrals to other community resources. Income is not a factor when enrolling an individual into the project.

- b. Are applicants required to be "clean and sober" or "treatment compliant" prior to admission?

Applicants are not required to be "clean and sober" prior to admission in the program. If they have a current treatment plan the outreach worker is available to assist them in obtaining resources to attend treatment with the treatment agency. An applicant is not required to be treatment compliant in the program. The goal of the outreach worker is to refer homeless and chronically homeless individuals who are living in places not meant for human habitation to

stable and safe housing. After the individual is safely housed referrals to other social service agencies are made in the community to assist the individual in maintain their permanent housing.

- c. Are tenants terminated from the program for not following through on their services and/or treatment plan?

Tenants are not terminated from the program for not following through on services or treatment plans. If this does occur, the outreach worker will refer the program participants to a substance abuse/treatment program if the participant would like to receive treatment. There are no goals set regarding treatment, the first goal for each participant is helping he/she identify housing resources.

PERFORMANCE (35 points)

In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: <https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>. A key measure that applies to CoC programs is the following:

- ***The percentage of adults who obtain or increase employment or non-employment cash income over time.***

- 7) How will your project help participants increase cash income? Summarize your project's performance in this area, using specific information from the 2015 Performance Charts. These will be available online here, by April 15th:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. **(10 points)**

Last year's APR and the 2015 Performance Charts has listed that 3% of households in the program increased their cash income. The outreach worker assess the participants income sources, some may have no sources, while others may have 3 or 4 based on the household. HACAP staff then uses this information to help develop a plan with the participant for obtaining and increasing cash income to help them transition quickly into permanent housing. Participants who are having difficulty obtaining Social Security Disability HACAP staff members who are trained in SOAR,, Legal Aid, or another entity that will continue to advocate for the participant in an extremely difficult and complex system to navigate. HACAP has extensive working relationships with job placement and training programs in the community, including Goodwill, Iowa Works, and the KPACE program which is a joint effort between the United Way and Kirkwood Community College. Referrals are provided to those organizations where participants can learn specific job skills to help increase and maintain cash resources.

This is a difficult measure for the project to obtain since the program is a street outreach program. The outreach worker immediately connects the participant to other income supports but their priority is to place them into permanent housing. Once permanent housing has been identified and the client has moved into the unit services can no longer be provided to the

client. In most circumstances even though referrals were made other income supports by the time that client has been placed into housing the outcomes of those referrals are not known and cannot be captured as a data element at exit. Improvements continue to be made in the program to help capture the data if available. Due to the restrictions of the program reallocation to a different program type may be in the best interest of the project and the community. This will be evaluated when the NOFA is released for new projects and sets out HUD's priorities for the CoC competition.

Another key measure that applies to CoC programs is the following:

- ***The percentage of participants who obtain or increase non-cash mainstream benefits.***

8) How will your project help participants increase non-cash benefits? Summarize your project's performance in this area, using specific information from the 2015 Performance Charts. These will be available online here, by April 15th:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition **(10 points)**

Last program year in the Cedar Rapids Chronically Homeless project 29 of 33 adults in the program, or 88%, received non cash benefits. The projects rate is higher than the Iowa Balance of State average rate of 84%. The outreach worker will review the mainstream resources the client may be eligible for and what he/she are currently receiving. This identification allows staff to identify immediately what type of mainstream resources the client may be eligible for yet have not accessed. In addition the worker, may assist the client in navigating resources that may be eligible help the client apply. Non cash resources included Section 8, TBRA, and other rental support programs. Rental support resources are a critical piece of assistance in order to connect the client to permanent housing as quickly as possible. Referrals are then made to other community partners to continue on working with the clients once they are housed and exited from the program.

9) Budget request: **(1 point)**

- a. What is the amount of this project's total 2015 Annual Renewal Amount, as listed in Column AU of the approved Grant Inventory Worksheet (GIW)? The final approved GIW will be available online here, by the week of March 23rd:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition.

HACAP's HUD V project Annual Renewal Amount is \$27,259.

10) Total persons served and total households served: **(1 point)**

- a. How many total persons were served by your project during the most recently completed operating year (based on the most recent submitted APR)? How many households?

HACAP's HUD V project served 49 individuals in the last operating year. These individuals were in 33 households.

11) Based on responses to the prior two questions, what is the cost per person served? What is the cost per household served? Consider only the amount of your project's CoC grant, not matched or leveraged funds. What cost-per-person or cost-per-household factors should be considered for your program? (Please note again here the type of project—transitional, permanent supportive, supportive services only, or rapid rehousing.) **(3 points)**

The average cost per individual served in HACAP's Cedar Rapids Chronically Homeless project is \$556.31. The cost per household served is \$826.03. The cost per person and household include outreach services to identify those in the community who are most at risk of dying on the street, working with those individuals in identifying permanent housing and connecting them to other community resources. Since the project is a Support Services Only project no housing costs are associated with the program.

12. Exits to permanent destinations: **(10 points)**

- a. Of these persons and/or households served, how many exited to permanent destinations (or remained in permanent housing)? Summarize your project's performance in this area, using specific information from the 2015 Performance Charts. These will be available online here, by April 15th: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. What does this indicate about your program?

The Cedar Rapids Chronically Homeless project is a Support Services Only project. Data from the project is not in the 2015 Performance Charts. When reviewing the APR for this data there are no leavers for the project. This means that although there were exits done on clients and some were placed in permanent housing, the exit data did not get entered into the HMIS system. Based on data from the Support Services for Veteran Families program we do know that at least 50% of those who were identified on the street by the project were enrolled in the SSVF program, received rental supports, and subsequently placed into permanent housing. Training on proper data entry for the program has been held so exit data from the Cedar Rapids Chronically Homeless project is entered into the system. HACAP leadership staff will evaluate the project after the CoC NOFA is released and assess if a voluntary re-allocation is in the best interest of the project, its clients, and the Cedar Rapids community.

CONTINUUM OF CARE PARTICIPATION (12 points)

13. Annual Performance Report (APR) Submission: (2 points)

- a. What is your project's operating year end date? On what date did you submit a complete copy of your HUD APR to the Iowa Finance Authority? Was this within 90 days of the end of the project's operating year OR by March 25th, 2015?

HACAP's Cedar Rapids Chronically Homeless project's operating year end date was June 30, 2014. The APR was submitted March 18th before the March 25th deadline.

14. Has any representative of your program been an active participant in the Iowa Council on Homelessness bi-monthly meetings? (*Note that anyone can participate in council meetings even if not a voting member.*) Briefly describe. (5 points)

Yes, representatives of the HACAP's homeless programs, including the Cedar Rapids Chronically Homeless project, actively participate on the Iowa Council on Homelessness. Heather Harney and David Hagen attend council meetings. David Hagen is a voting member and Heather Harney attends the meetings via the ICN or conference call as a project representative. The assigned HACAP representatives will continue to represent the mission of the agency and the homeless programs on the council.

15. Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. (5 points)

Yes, both David Hagen and Heather Harney are active participants in committees and working groups in the Council. David Hagen chairs the Coordinated Entry/Progressive Engagement and the Data Analysis committees. Mr. Hagen also sits on the Executive Council of the Iowa Council on Homelessness. Heather Harney sits on the Iowa Homeless Best Practices and Standards committee in helping the state of Iowa develop standards for all homeless programs. The working group will complete their project for the council by the end of the year. HACAP staff members also participate in other council activities including Homeless Day on the Hill.

BUDGET AND CAPACITY (17 points)

16. HUD Grant Monitoring (2 points)

- a. Describe any HUD CoC Project monitoring results during the past three years.

The Cedar Rapids Chronically Homeless Outreach Project was monitored by the Omaha field office in the Spring of 2014. After the monitoring visit it was decided to amend the contract and add homeless outreach as an eligible activity. Homeless outreach has to be conducted prior to determining if a household is chronically homeless. This was a mutual decision between HACAP and the field office to improve the program.

17. Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed 7% (or the amount listed on the GIW, if a Renewal Project). Applications will not be approved if Administration Costs are greater than 7%. **(1 point)**

The amount requested for Administration Costs for the HUD II project is \$1,783. This is less than 7% of the project.

18. Is your agency drawing down CoC funds from HUD at least quarterly? Explain. **(1 point)**

Yes, HACAP draws down CoC funds from HUD on a monthly basis.

19. Project leverage **(3 points)**

All eligible funding costs except leasing (which requires no match) must be matched with no less than a 25 percent cash or in-kind match. **Match** must be used for eligible activities as defined by the CoC Program Interim Rule. **Leverage** includes all funds, resources, and/or services that the applicant can secure to benefit clients served by the proposed project. HUD scores CoCs on the extent of their leverage.

- a. Describe the amount of your project's leverage contributions, including the sources and amounts.

As a community action agency, HACAP is able to provide assistance clients an array of services outside of the CoC funded program. These services allow transitional housing participants to gain employment and stable housing more quickly than just using CoC funding alone.

SSVF Additional Outreach and Referral Assistance	\$67,500
SSVF Utility/Rental Assistance for Homeless Households	\$50,000
Other Rental Assistance Resources	\$30,000
Total	\$147,500

20. Spending history: **(10 points)**

- a. Review the information for your project listed in the spreadsheet, "2015 Iowa Balance of State CoC Competition: Renewal Project Spending." This will be available online here, by April 15th: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>, in the section for the 2015 Competition. If corrections are needed for the information in the spreadsheet, email them to amber.lewis@iowa.gov. Did your project expend all funds? Please explain.

Yes, the Cedar Rapids Chronically Homeless project expended all the funds allocated to the project. The program has a long history of expending all the funds allocated to the project and has not had unspent funds reallocated or returned to the treasury.